

Job Description
Missouri State Highway Patrol

Class Title: Clerk Typist III - Troop

Title Code: V00033

Effective Date: 09/03/96

Date Reviewed: 02/15/06 Troop F

Date Revised: 02/16/06

Immediate Supervisor:

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the troop commander; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs responsible typing and clerical work. Duties may include serving as a lead worker to lower level clerks and typists and provide technical guidance in the supervisor's absence. Work is performed independently under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Enters forms, reports, and data received from officers into various databases; modifies information as required.

Types correspondence, expense accounts, forms, reports, and other materials from rough draft or dictating equipment.

Files correspondence, reports, forms, etc.; searches files and posts routine data; opens, sorts, and distributes mail to proper sources.

Serves as a receptionist, greets the public, directs individuals to proper office and gives non-technical information when necessary; answers telephone inquiries, takes and transmits messages.

Operates standard office equipment, e.g., typewriter, calculator, duplicating machine, computer terminal, etc.

Feeds appropriate input data into the computer via the video terminal; modifies and deletes input information as required.

Posts and checks officer daily reports and makes corrections as required; maintains employee time records.

Serves as a lead worker and provides technical guidance in the supervisor's absence.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of business English, spelling, and arithmetic.

Working knowledge of modern office practices, procedures, and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to maintain complex clerical records and prepare reports from such records.

Ability to work independently.

Ability to operate a personal computer and be proficient in word processing and spreadsheet software supported by the Patrol.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to establish and maintain harmonious working relations with others.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to act as lead worker and/or supervisor.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Possess the skill to type 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Possess at least two years experience as a Clerk-Typist II or comparable experience.